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| **Course Delivery Schedule** |  |

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| Name of Programme: | Web Design | | | Name of Cluster/Course: | Document Design / Word and presentation Packages | |  | | |
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| Duration of Cluster/Course: |  | | | Instructor/Lecturer: | Mrs. Shaneil Hall-Reid | |  | | |
| **WEEK # & DATE** | **TOPICS** | **Reference Material** | **Homework / Assignment / Project / Quiz / Exam**  *(Brief Description & Due Date)* | | | **Status/Comments** | | **Lecturer/Date** | **Verified by**  **Programme Coordinator/Date** | |
| 1: | * Introduction to computers * Operate a word processing application (Basic) * Perform data entry operation | Power point  Internet | YouTube video on computer components  Online quiz through the use of quizziz  Trainees will be given challenge labs as it relates to the basic features of Microsoft word such as formatting of documents | | | Completed | |  |  | |
| 2: | * Operate a word processing application (Advance ) * Design organisational documents using computing packages * Use advanced features of computer applications | PowerPoint  Internet | YouTube video on creating Smart Art Graphics  Online quiz through the use of quizziz as well as crossword puzzles  Trainees will be given challenge labs as it relates to using advance features and designing organisational documents such as creating forms , mail merge ,table of contents as well as document management in Microsoft Word | | | Completed | |  |  | |
| 3: | * Access the internet * Send and retrieve via the internet | PowerPoint  Internet | YouTube videos on using the internet  Online quiz through the use of quizziz as well as crossword puzzles  Trainees will be given challenge labs as it relates to accessing the internet and sending /retrieving emails | | | Completed | |  |  | |
|  | * Mid Term Exam (Theory and Practical ) |  |  | | |  | |  |  | |
| 4: | * Operate a presentation package (Basic & Advance) | PowerPoint  Internet | Online quiz through the use of quizziz  Trainees will be given challenge labs as it relates to creating a PowerPoint and using advance features such as: applying transitions ,applying animation ,formatting slide designs and changing slide layout  Practical activities | | | Completed | |  |  | |
| 5: | * Types of computer |  | Trainees will be given a project to complete on the various types of computer | | | Completed | |  |  | |
| 6: | * Revision for End of Cluster Exams |  |  | | | Completed | |  |  | |
|  | End of Cluster/Course Practical Examination |  |  | | |  | |  |  | |
|  | End of Cluster/Course Theory Examination |  |  | | |  | |  |  | |
|  | Proposed completion date of RFA |  |  | | |  | |  |  | |
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Lecturer/s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature 1 Signature 2 Signature 3

Programme Coordinator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Programme Coordinator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_